



# Commercial Property Manager

## Job Description

Department: Assessor  
Position: Career Service  
Grade: 515  
Supervisory: Yes  
Reports to: Chief Deputy – County Assessor

### Summary

Under general guidance and direction from the Chief Deputy - County Assessor, performs supervisory and professional analytical and assessment work in managing the real property commercial functions of the Utah County Assessor's Office.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work and personnel of assigned functions; schedule workload and delegate assignments; oversee training; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; evaluate performance and conduct performance appraisals; make staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
2. Oversee the discovery, identification, inventorying, and valuation of commercial accounts within the County.
3. Oversee processes essential to produce a valid assessment roll in accordance with state mandated regulations, methods, and procedures; manage the valuation justification during appeals associated with these types of properties; and produce and evaluate ratio studies.
4. Use acceptable valuation approaches to establish an ad-valorem values for all types of commercial, industrial, and business property types.
5. Review documentation submitted by taxpayers or their representative for quality, substance, and relevance and respond to questions and complaints from the general public, property owners, or representatives regarding valuations or assessments.
6. Prepare commercial appraisals and represent office in equalization proceedings.
7. Ensure USPAP guidelines for ad-valorem work are maintained.

### Knowledge, Skills, and Abilities

- Knowledge of Utah Tax Code and the appeals process
- Knowledge of supervisory techniques

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FLSA: Exempt  
Effective Date: 4/26/2019  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Manager

- Knowledge of business personal property processes and mandates
- Skilled in appraising real estate using cost, sales comparison, and income approaches to valuation
- Skilled in using computer assisted mass appraisal systems
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to organize a yearly valuation schedule
- Ability to utilize software programs that perform statistical operations and develop formulas and tables for use within valuations
- Ability to maintain confidentiality of managerial information, commercial data, and personal property accounts
- Ability to receive and follow instructions from those in authority
- Ability to communicate effectively

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is divided between an environmentally controlled office setting and field checks that are performed outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury while conducting field work. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. This role routinely uses measuring devices, laptop, desktop, smartphone, photocopiers, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to walk, stand, and stoop. Specific vision abilities by this job include close vision and ability to adjust focus and the ability to distinguish between shades of color and patterns. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. Expected work hours are 8 am to 5 pm, however there may be availability to work out a flex schedule ahead of time

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that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

### **Required Education and Experience**

1. Bachelor's Degree.
2. Five (5) years of work experience in the valuation of commercial properties or similar type experience associated with income producing properties.
3. Combination of education and experience may be used to qualify if all Additional Eligibility Qualifications requirements are met.

### **Preferred Education and Experience**

1. Preference may be given to applicants with supervisory or leadership experience.

### **Additional Eligibility Qualifications**

1. Applicant must be a Certified General Appraiser with the Utah Department of Commerce.
2. Applicant must become certified as an Ad Valorem General Appraiser with the Utah Tax Commission within twenty-four (24) months of selection to this classification.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

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**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director - Human Resources \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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